~~SECRET~~ ~~CONFIDENTIAL~~
Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4

CHECKLIST

Data Relative to Non-CIA Conducted or Sponsored Training Activities of CIA

I. TRAINING ACTIVITY IDENTIFICATION

1. NAME OF ACTIVITY:

Record project or program names, cryptonyms, or brief descriptive title.
Specify date of approval

X2. SPONSOR(S):

List requesting and/or supervising organizations, specifying the authorized plans and the approvals received for the training activity by each component.

3. LOCATION(S):

List all sites explaining briefly parts of program at each.

4. COVER (~~ORGANIZATION, INSTITUTIONS, FIRMS OR OTHER PARTICIPATING ORGANIZATIONS~~)

Name and EXPLAIN basic relationships. in general

5. HISTORY OF PROGRAM:

Brief chronology of the program's history and anticipated future, ~~establishment (and projected life)~~

6. METHOD OF FINANCING:

Explain briefly the principal basis of financing including sources of funds, ~~(channels of budgeting and authorizing procedures.)~~

II. OBJECTIVES OF THE TRAINING ACTIVITY

1. RELATIONSHIP TO AGENCY OBJECTIVES:

Identify and explain relationships to specific projects, programs, or missions, ~~(citing authorizations.)~~

2. ~~TRAINEE~~ OBJECTIVES:

Discuss the trainee end-product of the activity in terms of ~~(job titles or)~~ primary duties.
What benefits should accrue to the Agency as a result of this training.

JOB NO. ____ BOX NO. ____ DOC. NO. 2 NO CHANGE
IN CLASS. CLASS. CHANGED TO: TS S C REVIEW DATE: 22
NEXT REVIEW DATE: 87 AUTH: HR 70-2 DATE: 11 Nov 94 REVIEWER: 035
NO. PGS. 1 CLASS. C TYPE: DOC. OTHER: CLASS.
NEW CLASS. C NEXT REVIEW DATE: AUTH: HR 70-2

25X1

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4
~~SECRET~~ CONFIDENTIAL

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4
SECRET

3. DEFINITION OF THE TRAINING REQUIREMENT:

Present data (from each requestor) organized to show numbers and categories of trainees, increments and cycles of training, principal subjects of instruction. (Cite authorizations and relate to paragraphs 1 and 2 above.)

III. THE TRAINING PROGRAM

1. INSTRUCTIONAL OBJECTIVES:

Describe objectives in terms of what is actually accomplished in the training situation relevant to the ~~accomplishment~~ objectives given in II, 2, above. Operational

2. CURRICULA:

Outline the course(s) of study detailing the principal concepts and skills taught. Discuss method of preparation relative to the training requirements, responsibilities for preparation and procedures for approval.

3. PRINCIPAL METHODS OF INSTRUCTION: ie lectures, problems, conferences etc

~~Enumerate methods employed (and analyze with regard to instructional objectives, the curricula and the training situation.)~~

4. INSTRUCTIONAL MATERIALS:

Discuss sources, methods of preparation, adequacy of doctrinal content. Indicate availability and degree of use of training equipment and aids relative to data discussed in paragraph 2 and 3 above.

5. TRAINING EVALUATION:

Discuss data received on trainees by teaching staff, the system for evaluations of student performance, information reported on students and use of student evaluations to improve instruction.

6. OVERALL EVALUATION OF THE TRAINING PROGRAM:

Discuss principal factors which make program effective or render it inadequate.

IV. THE INSTRUCTIONAL STAFF

1. ORGANIZATION:

Describe the plan of division and coordination among the instructional elements defining basic responsibilities for the instruction.

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4
SECRET

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4

SECRET

CONFIDENTIAL

3. ASSESSMENT AND OTHER DATA RECEIVED ON TRAINEES:

Describe the source and method of procurement of information and its content and adequacy on the trainees by the training staff. Indicate how the data is employed by the training staff.

4. TRAINING EVALUATION DATA REPORTED ON THE TRAINEE:

Describe data reported, procedure and timeliness of reporting, use made by receiver and plan of validation and evaluation procedures in effect, if any.

5. RECOGNITION ACCORDED TRAINING:

Discuss use of data reported on trainee, value of data in career planning and personnel actions.

X VII. TRAINING ACTIVITY COSTS

1. BUDGETARY METHODS:

Describe budgetary procedures outlining cost factors employed in estimates, reviews and authorizations required, basis for allocations and expenditures of funds.

2. PROGRAM COSTS:

Present data as an analysis of funds expended for previous years or estimates for future costs utilizing such reporting factors as: total costs, total and average annual costs, unit costs (per trainee or group), support costs and other appropriate breakdowns.

3.18

Need of regular reporting

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100120004-4

CONFIDENTIAL SECRET